



April 1, 2003

Solicitation Letter for In-Depth Technical Assistance—Submitted to State Alcohol and Other Drug, Child Welfare and Court Improvement Program Directors

*Note: A modified letter is being sent to a select number of tribes in coordination with the National Indian Child Welfare Association

The National Center on Substance Abuse and Child Welfare (NCSACW) is pleased to solicit requests for participation in a program providing in-depth technical assistance focused on improving outcomes for families with substance use disorders in the child welfare and family court systems. This assistance is being offered to the states, the larger territories and interested tribes in which the tribe administers both the child welfare and substance abuse programs. A limited number of sites (up to approximately 8) will be selected for participation and the resources being made available to the sites have a value up to approximately \$50,000 per year.

The NCSACW is an initiative of the Department of Health and Human Services and jointly funded by the Substance Abuse and Mental Health Services Administration's (SAMHSA) Center for Substance Abuse Treatment (CSAT) and the Administration on Children, Youth and Families (ACYF), Children's Bureau's Office on Child Abuse and Neglect (OCAN). NCSACW's goals are to develop and implement a comprehensive program of information gathering and dissemination, to provide technical assistance, and to develop knowledge that promotes effective and culturally relevant practice, organizational, and system changes at the local, state, and national levels focused on substance abuse and child welfare. More information about NCSACW and its technical assistance resources is available at ncsacw.samhsa.gov

The NCSACW's program of In-depth Technical Assistance is to improve outcomes for children and their families by providing sites with consultants and trainers to assist the State, Territory or Tribal team in the development and/or revisions of their strategic plan and its implementation focused on strengthening collaboration and linkages across alcohol and other drugs services, child welfare, family courts and tribes. The exact nature of the assistance will be tailored to each jurisdiction's needs, based on the development of a site-specific scope of work. However, the program will include several direct benefits to the selected jurisdictions, for example:

- Provision of policy tools developed by NCSACW to assist in clarifying cross-system common values and joint principles for addressing this issue
- Assistance in using NCSACW policy tools for assessment of the jurisdiction's strengths and needs and developing priorities for action
- Direct contact with a range of practice and policy experts on families with substance abuse problems among the child welfare and family courts systems
- Services of professional facilitators to assist the site's team in uncovering practice and policy barriers and to prioritize their plan of action

- Provision of site-specific training and technical assistance
- Provision of a part-time Consultant Liaison to coordinate the technical assistance program with the State, Territory or Tribal team and to ensure linkages to the full range of resources available for training and assistance through the Children's Bureau and the Center for Substance Abuse Treatment
- Specialized networking and consultative session with all of the participating jurisdictions in conjunction with the NCSACW's National Conference in July 2004
- Support for State teams to visit other sites that have developed promising programs in a peer-to-peer technical assistance approach

Consultant Liaisons assigned to develop and assist in the implementation of the State's scope of work will be senior-level consultants with extensive experience and knowledge in child welfare, family courts and substance abuse services. They will be selected, trained and supervised by NCSACW. Consultant Liaisons working with Tribes will be selected and coordinated by staff of the National Indian Child Welfare Association. The Consultant Liaison's role will be to assist in developing the site's scope of work and to oversee the implementation of technical assistance that is needed in the jurisdiction. Resources of the Children's Bureau's National Resource Centers and the Center for Substance Abuse Treatment's Technical Assistance program through the Division of State and Community Assistance and Addiction Technology Transfer Centers will be utilized, as well as the resources available through NCSACW for specialized consultants and trainers. NCSACW resources will not be used to provide space, travel or compensation for team meetings at the site beyond the travel and compensation of consultants and/or staff of the NCSACW.

The In-depth Technical Assistance program is based on the Elements of System Linkages, Collaborative Capacity Instrument and Matrix of Promising Practices that are described in CSAT's Technical Assistance Publication #27, *Navigating the Pathways: Lessons and Promising Practices in Linking Alcohol and Drug Services with Child Welfare*. The full publication (#BKD436) is available through the National Clearinghouse for Alcohol and Drug Information at www.samhsa.gov or by calling or emailing NCSACW at ncsacw@samhsa.gov. A summary of the publication is enclosed.

To be eligible for In-Depth Technical Assistance, States, Territories and Tribes need to have a demonstrated level of commitment across agencies and the courts to improve their practice and policies in this arena. The In-depth Technical Assistance program is designed for jurisdictions that have done previous work in interagency collaboration; at the same time, NCSACW has a strong desire to work with sites that may be at different levels of collaboration among child welfare, substance abuse and family courts. Criteria for selection include:

- Designation of a team that has met at least once to develop their application
- Demonstrated support (e.g., commitments or agreements) for participation from the Department Directors of Children Welfare Services, the Substance Abuse Single State Authority (SSA) and the State's or Territory's Administrative Office of Courts that administers funds for child protection/family courts special programs or a state-specific appropriate court representative
- Designated staff in the child welfare and substance abuse department and the court to coordinate the technical assistance program across State agencies
- A designated staff member as the primary contact for the NCSACW's Consultant Liaison

- A designated staff member from the State's or Territory's association of provider organizations or counties representing local child welfare and substance abuse treatment providers, and the court
- A written narrative describing the State's current system, initial ideas about the jurisdiction's technical assistance needs, and initial approaches to integrating the work of the State team in the State's Child and Family Service Review and Program Improvement Plan

It is NCSACW's intent to include jurisdictions at beginning phases of development, those with past efforts that have led to program and system changes and those who are at advanced levels of collaboration. Selection will be based on the description of the processes to develop a collaborative approach and the clarity of the jurisdiction's self-assessment of their strengths and needs. In addition, selection may include representation of States with small, medium and large populations and geographic region.

Jurisdictions that desire technical assistance but do not currently have collaborative cross-system relationships are encouraged to request information from the NCSACW on how to develop these basic requirements and to request In-depth Technical Assistance in subsequent solicitations.

To request participation, a narrative explaining six areas of your efforts on this topic should be submitted by **May 12, 2003**. Additional instructions and a suggested format for the narrative are attached and should not exceed 15 single-spaced pages. The request should be submitted jointly by the senior administrators who represent child welfare services and substance abuse prevention and treatment as well as and senior-level administrators or judicial officers of the juvenile/family court in your State or Territory. Partners must jointly submit the request indicating their support of the application and a sustained effort to address the substance abuse issues in the State's child welfare and family court systems. Applicants will be notified in early June 2003 regarding final site selection. Initiation of the program will ensue in summer 2003 and each jurisdiction will determine the length of the engagement in their scope of work but services may range from six months to approximately two years.

After sites are selected a specific scope of work will be developed and NCSACW will provide a memorandum of understanding with the site to detail the commitments between NCSACW and the State, Territory or Tribe.

If you have any questions about the application process, please feel free to call or email me (nkyoung@cffutures.org) or Shaila Simpson, the NCSACW Assistant Director (ssimpson@cffutures.org); phone 714.505.3525.

Sincerely,

Nancy K. Young, Ph.D.
Director, NCSACW

GUIDANCE TO STATES ON DEVELOPING A LETTER OF APPLICATION

There are eight sections of the application. Selection of applications will be based on the clarity of the State's, Territory's or Tribe's processes; selection criteria are not based on the sophistication of the State's prior efforts.

Letter of Application should be sent no later than **May 12, 2003** to:

- Nancy K. Young, Ph.D., Director
National Center on Substance Abuse and Child Welfare
4940 Irvine Boulevard, Suite 202
Irvine, CA 92620
714.505.3525 Fax 714.505.3626

Letter should be signed by the State's, Territory's or Tribe's Director of Child Welfare Services, Director of the Substance Abuse Single State Authority and the Presiding Judge or Director of the State's Court Administration that oversees the Juvenile/Family Court that rules in cases of child protection and dependency.

☐ Cover Letter from State Officials

1. The letter should indicate the jurisdiction's level of commitment to developing and implementing a strategic plan that address the substance abuse problems among the families in the child welfare and family court systems. The letter should indicate the support of this application from the agency/office that has oversight of the child welfare and substance abuse departments.

☐ Descriptive Narrative of Site's Efforts to Date (Not to Exceed 15 Single Spaced Pages)

2. Describe the team's interest in participating in this program, the status of current strategic plans to address the issue, how the team envisions using the technical assistance resources to develop or revise the State, Territory's or Tribe's plan and the team's intended outcomes from the technical assistance program.
3. Describe the development of agreements among the child welfare, substance abuse and family court systems with approval from each department or agency's lead office (e.g., governor's office, secretary of health and human services, administrative office of the courts, etc.) regarding the State's plans to develop and implement programs responding to the substance abuse issues among families in the child welfare and family court systems. In States with recognized Tribes that provide child welfare services, Tribal child welfare leaders should be included in this agreement.
 - ✓ Discuss the process of developing the agreement(s)
 - ✓ Discuss how the agreement(s) have been used in the past
 - ✓ Indicate how the Governor's Office, Secretary, Commissioner or oversight agency or department head supports the cross-system agreement(s) described
 - ✓ Submit a copy of any written policies or agreement(s) as an addendum to the narrative
4. Provide brief biographical statements of the members of the team charged with developing cross-agency plans on this issue (see description on the following page of suggested team members) and any State staff or resources committed to on-going work on this issue.

- ✓ Teams members should include:
 - Representatives of child welfare administrators, supervisors and line-level workers
 - Representatives of substance abuse treatment administrators, supervisors, line-level counselors
 - Representatives of judicial officers, attorneys representing parents, attorneys representing children, attorneys representing the social service agency or prosecutors/district attorneys' office
 - A representative of the child welfare, substance abuse and juvenile or family court at the provider or county administrative level
 - A representative of any recognized tribes that provide Indian Child Welfare services in the State
 - ✓ This criterion will be evaluated based on the comprehensive nature of the team and team members may also include:
 - A representative of a consumer of these services in your jurisdiction
 - A representative of consumer family members
 - Children's mental health
 - Adult mental health services, particularly those that serve women
 - Domestic violence services
 - Employment services/education
 - Primary health
 - Housing
 - Other service systems as needed by the jurisdiction
5. A description of the planning effort among the members of the jurisdiction's team to organize and develop the response to this solicitation.
- ✓ Describe the nature of the collaborative effort to develop the State's, Territory's or Tribe's response to this solicitation
 - ✓ Designate a State staff member as the primary contact for NCSACW activities and give appropriate contact information
 - ✓ Describe how the primary contact person was selected and the method the primary contact person will use to communicate with other team members
6. Using the "10-Element Framework" and "Matrix for Assessing Progress" described in CSAT Technical Assistance Publication #27¹ as a guide for analysis and presentation, describe the State's past activities and accomplishments in providing culturally competent practice across child welfare, substance abuse and juvenile or family courts in the following areas:

¹ Subsequent to the publication of the TAP, NCSACW staff have revised the framework described in this publication to reflect the role of the courts (judicial officers and attorneys representing parents, children and social services) in each of the elements of the framework and replaced the separate court element with the role of community members and supports in protecting children and family recovery. States are encouraged to discuss these aspects of a revised framework integrating the role of court staff in collaborative efforts. The elements of the revised framework are listed on the last page. Further information is available from NCSACW staff.

- ✓ Development of Common Principles
- ✓ Processes to screen and assess for substance use disorders among child welfare-involved families and for child safety among families in substance abuse services
- ✓ Programs or initiatives to increase rates of engagement and retention in care
- ✓ Programs or initiatives to provide substance abuse prevention, intervention and treatment to children of substance abusers in the child welfare population
- ✓ Development of cross-system outcome indicators and/or accountability measures
- ✓ Methods to increase effective communication across systems and information systems
- ✓ Joint training protocols and on-going staff development
- ✓ Cross agency budgeting or resource allocation to establish program sustainability
- ✓ Working with community members for support to families and children
- ✓ Describe the State's three to five strengths, challenges and top priority areas for technical assistance and the rationale for selecting those priorities

This criterion will be assessed based on the State's analysis of their strengths and needs. The selection process is not intended to eliminate jurisdictions that cannot site significant accomplishments in each of the elements. Rather, the intent is to understand the State's processes in evaluating their cross-systems efforts.

7. Describe the agreements reached with the sub-State entities (in the states with county, regional and/or tribal implementation of services) and/or the Statewide associations of providers of child welfare and/or substance abuse services (in State-implemented systems) as to the State's or Territory's selection of priorities for technical assistance.
8. If the State has completed its Child and Family Services Review (CFSR), describe how the issue of substance abuse and child welfare was addressed in the findings and in its Program Improvement Plan (PIP). If the state has not undergone its CFSR, describe how the state envisions the issue will be addressed.

Revised Elements of Cross-System Linkages from TAP #27 Integrating Court Judicial Officers and Attorney Groups in Each Element

- Underlying Values and Principles
- Daily Practice-Screening and Assessment
- Daily Practice-Client Engagement and Retention in Care
- Daily Practice-AOD Services to Children
- Joint Accountability and Shared Outcomes
- Information-Sharing
- Training/Staff Development
- Budgeting/Program Sustainability
- Building Community Supports
- Working with Related Agencies and Supportive Systems